

**Department of Employee Trust Funds
WRS EXTRANET USER MANUAL**

**CHAPTER 6 – WRS ACCOUNT UPDATE – ENROLLMENTS AND ENROLLMENT
UPDATES**

600	Introduction
601	Function of the WRS Account Update Application
602	Log On Instructions
603	WRS Enrollment - P060
604	Name/Address Change - P031
605	Employment Begin Date Change - P033
606	Gender Change - P036
607	Employment Category Change - P063

600 Introduction

A WRS Enrollment or an Employee Identification Correction/Update must be completed to: a) create an eligible employee's individual WRS account, b) update or correct the account's descriptive data fields, or c) reactivate an inactive participant account, (e.g., a previously terminated employee who returns to a WRS eligible position. An enrollment must be completed for each eligible employee within ten days of the employee becoming WRS eligible.

Late WRS enrollments, or incorrect descriptive data, may result in benefits being paid in error; beneficiary designation and insurance application processing being delayed; or applications being rejected due to lack of an existing WRS account.

If an employer discovers or is notified that an employee's WRS account contains incorrect descriptive data, such as a name change, correcting the information typically requires the employer's completion and submission of an *Employee Identification Correction/Update* form (ET-2810).

In order to access the WRS Account Update Application, an *Employer Extranet Application Security Agreement* (ET-8928) must be on file with ETF authorizing access to the WRS Employee Account Update Application (Refer to Chapter 1 of this manual).

601 Function of the WRS Account Update Application

These instructions will assist you in securely transmitting WRS Enrollments, Indicative Data Changes, Terminations and Corrections to Current Year directly to ETF via the Extranet.

The site applications contain links to the *WRS Administration Manual* (ET-1127). For information regarding WRS eligibility criteria refer to Chapter 3 of the *WRS Administration Manual*; information on creating and correcting an individual's WRS account can be found in Chapter 5.

602 Log On Instructions

Once you have accessed the Extranet site as instructed in Chapter 2,

1. Select the WRS Account Update Application.
2. Key Logon ID, tab to Password field, key your Password
3. Select OK
4. Enter your 7 digit Employer Identification Number (e.g. 1234000)
5. Select Submit.

603 WRS Enrollment - P060

Regardless of the method of WRS enrollment: paper submission, electronic, or online Extranet application, a WRS enrollment will:

- Create an employee (participant) account at ETF;
- Add the employee to the employer's Annual Coverage Detail Report or pre-list (not produced for electronic media reporters);
- Validate eligibility for insurance enrollment requirements; and
- Reactivate an employee's existing WRS account when rehired or reinstated.

1. Select transaction "P060 WRS Enrollment transaction" from the main menu.
2. Key the SSN of the employee you wish to enroll in the WRS in the **SSN** field.
3. Tab to the **First Name** field and key the employee's first name.
4. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
5. Tab to the **Last Name** field and key the employee's last name.
6. Tab to the **Address** field and key the employee's complete address (Note: you must have a complete address; otherwise, leave the Address field blank)
7. Tab to the **Date of Birth** field and key the employee's date of birth.
8. Tab to the **Gender** field and key the employee's gender (either 'M' or 'F').
9. Tab to the **Statement of Benefits Distribution Code** field and key the statement of benefits distribution code, if applicable.
10. Tab to the **WRS Participation Begin Date** field and key the date your employee became eligible for participation in the WRS.
11. Tab to the **Employment Category** field and select the employee's correct employment category.
12. Select **Submit** button at the bottom of the screen.
13. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
14. Select **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Logout** button to end the session.

604 Name/Address Change - P031

1. Select transaction “P031 – Name/Address Change” from the main menu.
2. Key the SSN of the employee whose name and/or address you wish to update in the **SSN** field.
3. Tab to the **First Name** field and key the employee’s first name.
4. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
5. Tab to the **Last Name** field and key the employee’ last name.
6. Tab to the **Address** field, if changing or new, and key the employee’s complete address. If processing a Name Change only, the address fields may be left blank. (Note: If processing an Address Change, a complete address must be inserted even if, for example, only the street address is changing.)
7. Tab to the **Date of Birth** field and key the employee’s date of birth.
8. Tab to the **Gender** field and key the employee’s gender (either ‘M’ or ‘F’).
9. Tab to the **Employment Category** field and select the employee’s correct employment category as reported on the employee’s WRS Enrollment.
10. Select **Submit** button at the bottom of the screen.
11. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
12. Select **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
13. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
14. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Logout** button to end the session.

605 Employment Begin Date Change - P033

1. Select transaction “P033 – Employment Begin Date Change” from the main menu.
2. Key the SSN of the employee whose WRS eligibility date you wish to change in the **SSN** field.
3. Tab to the **First Name** field and key the employee’s first name.
4. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
5. Tab to the **Last Name** field and key the employee’ last name.
6. Tab to the **Date of Birth** field and key the employee’s date of birth.
7. Tab to the **Gender** field and key the employee’s gender (either ‘M’ or ‘F’).
8. Tab to the **WRS Participation Begin Date** field and key the corrected date that your employee became eligible for participation in the WRS at your agency. Note: If you are changing your employee’s WRS begin date to an earlier or later year you may need to adjust service and earnings reported to WRS on behalf of that employee.
9. Tab to the **Employment Category** field and select the employee’s correct employment category.
10. Select **Submit** button at the bottom of the screen.
11. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
12. Select **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.

13. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
14. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Logout** button to end the session.

606 Gender Change - P036

1. Select transaction “P036 – Gender Change” from the main menu.
2. Key the SSN of the employee whose gender was incorrectly denoted on the original WRS Enrollment in the **SSN** field.
3. Tab to the **First Name** field and key the employee’s first name.
4. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
5. Tab to the **Last Name** field and key the employee’ last name.
6. Tab to the **Date of Birth** field and key the employee’s date of birth.
7. Tab to the **Gender** field and key the employee’s correct gender (either ‘M’ or ‘F’).
8. Tab to the **Employment Category** field and select the employee’s correct employment category.
9. Select **Submit** button at the bottom of the screen.
10. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
11. Select **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
12. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
13. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Logout** button to end the session.

607 Employment Category Change - P063

1. Select transaction “P063 – Employment Category Change” from the main menu.
2. Key the SSN of the employee whose WRS employment category was incorrectly denoted on the original WRS Enrollment in the **SSN** field.
3. Tab to the **First Name** field and key the employee’s first name.
4. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
5. Tab to the **Last Name** field and key the employee’ last name.
6. Tab to the **Date of Birth** field and key the employee’s date of birth.
7. Tab to the **Gender** field and key the employee’s gender (either ‘M’ or ‘F’).
8. Tab to the **WRS Participation Begin Date** field and key the date your employee became eligible for participation in the WRS, as reported to WRS on the WRS Enrollment.
9. Tab to the **Incorrect Employment Category** field and select the employee’s **incorrect** employment category as incorrectly reported on the WRS Enrollment.
10. Tab to the **Correct Employment Category** field and select the employee’s **correct** employment category. (Note: WRS Employment Category descriptions can be found in Chapter 3 of the *WRS Administration Manual* (ET-1127).)
11. Select **Submit** button at the bottom of the screen.

12. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
13. Select **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
14. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
15. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Logout** button to end the session.